



# EMPLOYMENT OPPORTUNITY

## ACCOUNTING ASSISTANT

Recruitment Number: 04-310

Salary: \$2,751.97 - \$3,345.05/ Monthly  
Filing Deadline: 5 PM, FRIDAY, AUGUST 27, 2004

**SUPPLEMENTAL QUESTIONNAIRE REQUIRED WITH APPLICATION**

### POSITION SUMMARY

This journey level class position performs a variety of financial, accounting and office support duties. Provides difficult or specialized financial, accounting or statistical office support, maintains related records, performs customer service duties at a front counter, answers inquiries and is a cashier for various business transactions.

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: perform a variety of financial, accounting and auditing office support duties; provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting; process payments and answer inquiries in person and by phone regarding numerous City services and associated fees and taxes including sewer bills, general account receivable, delinquent trash payments, and collection accounts; assist in resolving customer complaints; maintain accounting and financial and statistical records; audit accounts receivable; issue receipts and track various forms which are in various stages of processing; file appropriate forms; maintain quality control of data collected on various applications and the integrity of the cash and checks collected; balance daily cash and checks received to receipts and to other source documents; review and reconcile bank statements; research and assemble information from a variety of sources for the completion of forms or the preparation of reports; review and reconcile reports, computer output and related data; provide information to the public or City staff that may require the use of judgment and interpretations of City policies and ordinances, rules or procedures; ensure proper authorization and compliance with City policies and procedures; enter and retrieve data from an on-line or personal computer system and use such technology to produce reports; perform a variety of general administrative office support duties such as typing, proofreading, filing and answering the telephone; make mathematical calculations; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination of experience and training equivalent to the completion of the 12<sup>th</sup> grade and two years of responsible experience involving sales/service counter, bookkeeping, accounting or financial experience. Cash handling experience is required. **A typing certificate of 35 wpm dated within the last two years is required with the application. Online typing certificates, or those that do not follow the International Typing Contest Rules are not accepted.**

**Knowledge, Skills and Abilities:** Knowledge of: principles and practices of customer service; cash handling; principles and practices of financial record keeping and bookkeeping; modern office practices and procedures; computer equipment and software applications related to assignment; basic mathematics; English usage, spelling, grammar and punctuation. Ability to: understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities; interpret and apply department policies, procedures and rules; respond to complaints and requests for information on regulations, procedures and policies relating to responsibilities assigned; perform multiple tasks that are subject to periodic interruptions; prepare, maintain and reconcile various complex financial, accounting payroll, statistical auditing and numerical records; prioritize work and coordinate several work activities; organize and maintain office files; make mathematical calculations with speed and accuracy; perform detailed accounting clerical work accurately; use initiative and sound independent judgment within established guidelines; type at a speed necessary for successful job performance; operate standard office equipment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

On a continuous basis, sit at desk and/or stand at a front counter for long period of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; operate a 10-key calculation device; may lift light weight.

### APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

*The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005.*

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

Assigned Staff: Bobbi Bennett 619-409-5956 [bbennett@ci.chula-vista.ca.us](mailto:bbennett@ci.chula-vista.ca.us) Published 8/13/04  
**An Equal Opportunity Employer**



Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

**Accounting Assistant  
SUPPLEMENTAL QUESTIONNAIRE  
Recruitment Number: 04-310**

The information contained in the application and supplemental questionnaire will be used to determine your eligibility. This Questionnaire is not a substitute for the Official City Application. Failure to complete and submit both forms will result in disqualification from the recruitment process. Complete these forms carefully as this information will be evaluated to determine your knowledge, skills and abilities. Sections not applicable to your particular qualifications should be marked N/A or lined out to indicate that they have not been overlooked. If you need additional space for your answers, attach additional 8 ½ " x 11" sheets of paper, numbering each item accordingly. Print or type your name and recruitment number on each page. Do not answer any question with "refer to resume". Applications that do not have a completed Supplemental Questionnaire attached will be disqualified.

**Section 1 Minimum Requirements.** You must be able to respond "yes" to all four questions in Section 1. If you cannot, do not apply, as you do not meet minimum requirements.

- A. Do you have at least two years of responsible experience involving sales/service counter, bookkeeping, accounting or financial experience? ☐ Yes ☐ No
- B. Do you have cash handling experience? ☐ Yes ☐ No
- C. Graduation from high school or GED equivalent. ☐ Yes ☐ No
- D. Typing certificate of 35 WPM. ☐ Yes ☐ No

**Section 2 Experience**

A. Please provide a brief summary of your cash handling experience.

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B. Please provide a brief summary of your customer service experience.

[illegible]

C. Please provide a brief summary of your basic accounting/bookkeeping experience.

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D. Please provide information on your level of expertise with the following computer softwares.

	Beginner	Intermediate	Expert
Microsoft Word			
Excel			
Other:			
Other:			
Other:			

*I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.*

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Print Name

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Signature